

Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-7000

FH Regulation 710-1

26 February 2003

Directorate of Installation Support

Hazardous Material Control Center

Summary. This regulation prescribes policies and procedures for the life cycle of hazardous materials on this installation.

Applicability. This regulation applies to all U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) elements and to all partner organizations.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested Improvements. The proponent of this regulation is the Directorate of Installation Support (DIS). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATTN: ATZS-ISL, Fort Huachuca, Arizona 85613-7010.

Availability. This publication is available solely on the Fort Huachuca homepage at <http://huachuca-www.army.mil>.

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* This regulation supersedes FH Regulation 710-1, 10 March 2001

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1. Purpose.

- a. Identify the responsibilities of the HMCC.
- b. Inform all customers of the operational procedures of the Fort Huachuca Hazardous Material Control Center (HMCC).
- c. Establish the authorized life cycle procedures to be followed by all Fort Huachuca organizations when acquiring hazardous materials.
- d. Establish regulatory compliance and inventory management procedures for all hazardous materials consumed during mission functions on the installation.

2. References.

Required and related publications and referenced forms are listed in Appendix A and are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

3. Explanation of Terms.

- a. HMCC. Hazardous Materials Control Center.
- b. MSDS. Material Safety Data Sheet.
- c. AUL. Authorized Users List.
- d. FSC. Federal Stock Class.
- e. HMMP. Hazardous Material Management Program.
- f. Cost avoided. Materials which are free to the customer.
- g. Serviceable Inventory. Any inventory still useable for its intended purpose.

- h. Unserviceable Inventory. Any inventory that is not reuseable.

4. Responsibilities.

- a. The HMCC will:

- (1) Ensure that the HMMP program is fully implemented on the installation.
 - (2) Ensure that each organization on Fort Huachuca is afforded the opportunity to maintain sufficient materials on hand to support their daily operations and maintenance activities in any garrison or contingency mission.
 - (3) Assist units to ensure that environmental regulatory directives are met by providing for the receipt, distribution, tracking and storage of hazardous materials on Fort Huachuca.
 - (4) Ensure that customers are provided “cost avoided” materials as available.
 - (5) Ensure that material issued is properly coded with bar coding data for tracking purposes.
 - (6) Perform visits to Fort Huachuca customers, ensuring that AULs are not exceeding the authorized 15 day levels and that proper procedures for local purchase acquisitions are being followed. HMCC personnel will allow a 30 day period for unauthorized materials to be inventoried by the unit/organization, reported to the HMCC for tracking and management, prior to confiscation of this unauthorized material.
- b. Commanders/Directors will ensure that their organizations/directorates, to include contract operated functions, comply with all hazardous materials/waste standards and this regulation.

5. Customer Policies and Procedures.

- a. The Hazardous Material Management Program (HMCC) is an army environmental program that is driven by the concept of “cradle to grave management” for hazardous materials. All units and organization will adhere to the following policies and procedures.
- b. Induction Process. All units, organizations and tenants on Fort Huachuca will be inducted into the HMCC.

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(1) Each partner/tenant organization will establish a customer account with the HMCC. Commanders, directors, or managers will appoint personnel authorized to request and receive hazardous materials from the HMCC, using a DA Form 1687 (Delegation of Authority). Authorized personnel will be trained IAW AR 385-10 and FH 385-1. Customers will have a valid Department of Defense Activity Address Code (DODAAC) with an appropriate fund code assigned, for billing purposes.

(2) With assistance from the HMCC, partner/tenant organizations will establish and maintain a 15 day Authorized Users List (AUL). The establishment of each AUL will coincide with the completion of a 100% physical inventory of all hazardous materials in each organization. All excess serviceable materials will be turned into the HMCC. All unserviceable excess/waste shall be turned into the Hazardous Waste Warehouse by the organization. Specific procedures for that process must be addressed to the Hazardous Waste office.

(3) The HMCC will assist units and organizations with the management of their hazardous materials, and will provide Material Safety Data Sheets (MSDS) to requesting customers. Each partner/tenant organization will be responsible for obtaining and maintaining appropriate MSDSs for hazardous materials located in their functional areas.

(4) These MSDSs will be made readily available to safety, fire, environmental and hazardous material/waste management personnel that may be in partner work sites. Material Safety Data Sheets may be obtained from the HMCC by completing the HMCC Material Safety Data Sheet Request Form (FH Form 710-4-R-E). Partners and tenants must ensure that these MSDSs are available to workers, as required by regulation. This will enhance regulatory compliance with Federal OSHA, 29 CFR 1910.1200 HAZCOM Standard, "Community Right To Know" regulations and Environmental directives.

c. Requesting Materials. Every partner organization or tenant on Fort Huachuca will acquire their hazardous materials through the HMCC. Prior HMCC coordination and approval are required prior to purchasing hazardous material from any other source (i.e. through contract or via the Government purchase credit card). The following Federal Stock Classes (FSC) are the major stock classes for hazardous materials. The HMCC will be the approval authority for requisitions of these FSCs:

4230	Decon. & Impregnating Equipment
6135	Batteries, Nonrechargeable (Lithium and Nicad)
6140	Batteries, Rechargeable (Secondary)
6810	Chemicals
6820	Dyes
6830	Gases, Compressed and Liquified
6840	Pest Control Agents and Disinfectants

6850	Misc. Chemical Specialties
7930	Cleaning/Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes & Related Products
8030	Preservatives and Sealing Compounds
8040	Adhesives
9130	Liquid Propellants and Fuels (Petroleum Based)
9140	Fuel Oils
9150	Oils and Greases (Lubricating, Hydraulic)
9160	Miscellaneous Waxes, Oils and Fats

(1) Issue of Material On Hand.

(a) Customers requesting supplies from the HMCC will complete the HMCC Hazardous Material Request Form (FH Form 710-3-R-E). Requests will be hand carried or faxed to the HMCC.

(b) When available, cost avoided materials will be issued to the customer. Appropriate bar code labels will be applied to materials at the time of issue and customers will be provided with appropriate MSDSs.

(c) Cost items will be issued to customers, as available, from the HMCC. If material requested is unavailable, a supply requisition will be placed by the HMCC, and issued to the customer upon receipt. Materials will be properly bar coded and issued, along with appropriate MSDSs. Customers will be billed using their customer DODAAC and fund code.

(d) Items required, but not authorized by customer AUL, will be acquired only after a request for addition to AUL has been submitted. This request will be accomplished by completing the HMCC – Request for Addition to AUL Form (FH Form 710-1-R-E), which requires review and signature of commanders or directors.

(e). Customers are required to return bar code labels to the HMCC upon use or turn in of materials that have been issued. Containers will not be returned to the HMCC.

(2) Government Purchase Card Purchases. Local purchase, as a source of supply, is authorized when material is not stocked or available at the HMCC. The local purchase of hazardous materials through the use of the Government Purchase Card is limited to \$2,500.00 or less, per purchase. The following procedures will be followed when using the Government Purchase Card.

(a) Prior to making local purchases, all customers will identify their requirements to the HMCC by completing the Hazardous Material Credit Card Form (FH Form 710-2-R-E).

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(b) Upon review for possible availability of required materials from stock (cost or cost avoided), the HMCC will annotate the customer's request with a control number.

(c) The customer will procure their required materials and provide information to the Fort Huachuca HMCC with their merchandise and manufacturer's MSDS.

(d) The HMCC will generate bar code labels, as required.

(3) Turn In of Hazardous Materials. The HMCC will accept excess hazardous material that is partially used and that can be reissued to other customers as cost avoided material. Material brought to the HMCC that cannot be used or re-issued will not be accepted. Excess hazardous materials will be turned in IAW the written Hazardous Waste Turn-In Procedures and Requirements which is part of the Fort Huachuca Hazardous Waste Management Plan.

6. Post Housing. The HMCC will maintain a Family Housing Self-Help storage area for excess, usable hazardous materials. On-post housing residents are encouraged to turn-in serviceable excess products, i.e. cleaning supplies, paint, etc., to the HMCC. This reusable material will be available for issue to other authorized on-post family housing occupants to use, free of charge.

7. Service Contractors. Contracting Officers who execute contracts requiring the delivery of hazardous materials shall comply with Federal Acquisition Regulation, Part 23, and its DOD supplement. Organization Commanders and Directors requiring service contracts, which may result in the use of hazardous materials on Fort Huachuca during contract performance, shall ensure that the acquisition requirement package submitted to their servicing contracting office contains the necessary language to effect control of hazardous materials used by the resulting contractor. The required language should be included in the acquisition requirement package under "Notes to the Contracting Officer" and shall include a requirement for the service contractor to provide a list of all materials that they bring onto this installation to the HMCC and a statement that the contractor is responsible for proper disposal or removal of all hazardous materials or hazardous waste generated as a result of their service contract. Contracting Officers will include the language in resulting contracts and Contracting Officer's Representatives shall ensure that contractors comply. Contracting Officers Representatives (CORs) will ensure that all service contract providers performing work on Fort Huachuca provide a list of all materials that they bring onto this installation to the HMCC. All service providers are responsible for proper disposal or removal of all hazardous materials or hazardous waste from this installation upon completion of their contract.

8. Assistance or Emergencies. USAIC&FH elements and its partners and tenant organizations requiring assistance or emergency support may contact the HMCC, located at Building 90417, at extension 533-1263.

Appendix A

References

Section I

Required Publications

AR 710-2

Using Unit Supply System (Manual Procedures)

AR 200-1

Environmental Protection and Enhancement

AR 200-2

Environmental Effects of Army Actions

DA PAM 710-2-1

Supply Support Activity Supply System (Manual Procedures)

Executive Order 13148

Greening the Government Through Leadership in Environmental Management

TRADOC Regulation 700-8

Establishing Hazardous Material Management Programs on TRADOC Installations

EOI

External Operating Instructions -Brown and Root Services

Section II

Related Forms

DA Form 1687

Notice of Delegation of Authority – Receipt for Supplies

FH Form 710-1-R-E

HMCC – Request for Addition to Authorized Usage List (AUL)

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FH Form 710-2-R-E

HMCC – Hazardous Material Credit Card Request Form

FH Form 710-3-R-E

HMCC - Hazardous Material Request Form

FH Form 710-4-R-E

HMCC – Material Safety Data Sheet (MSDS) Request Form

(ATZS-IMO-IP)



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